



Irish Writers Centre

19 Parnell Square,
Dublin 1

Tel: 01-872-1302

info@writerscentre.ie

www.irishwriterscentre.ie

4th Nov 2021

Dear Writer,

On behalf of the Irish Writers Centre Team, we are very happy to welcome you back to our beautiful building. In line with current Government and HSE Covid-19 protocol, we request that persons visiting the Irish Writers Centre (IWC) building at 19 Parnell Square, Dublin 1, must read and comply with the below guidelines. Should you have any queries, please email us at info@writerscentre.ie and a member of the IWC Team will be able to assist.

- Visits to the IWC Building at 19 Parnell Square are by appointment only. Please book your slot within a 48 hour timeframe. While we wish to accommodate our Members, our priority is the safety of the IWC Team and all who use the building.
- Please note that the presentation of a valid vaccination certificate is now required to enter the IWC in line with new government Covid-19 guidelines. Your vaccine cert will be checked at the door, and you will be checked for photo ID matching your cert.
- We require that both our staff and Members wear face covering in shared spaces. You may take your mask off when you are settled into the room that you have booked. Please make sure you wear yours from before entering the building until after leaving the building. You can find the HSE's latest updates on face masks and coverings below:
- Please arrive at the exact time of appointment and ring the door bell. Our main door is currently closed. One of the IWC Team will go out to greet you and let you in.
- Please ensure to check in at reception, to check your room booking and we are still serving teas and coffees so you may bring your refreshment with you to the allocated room.
- Hand sanitiser must be used on entry to the building and before leaving. Hand sanitiser stations are available at each floor and at entry and exit points.

PATRON: **Michael D. Higgins** PRESIDENT OF IRELAND | EARLAMH: **Micheál D. Ó hUiginn** UACHTARÁN NA hÉIREANN
AMBASSADORS: John Banville | Anne Enright | Mike McCormack | Marian Keyes | Éilís Ní Dhuibhne | Joseph O'Connor | Ciara Ní É
Registered Charity Number CHY 19738





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- Bring only essential personal belongings where possible and keep your belongings with you at all times.
- IWC Staff and Members will maintain a 2-metre social distance in all parts of the building including the stairs.
- Visitors to the IWC must follow hygiene protocols including respiratory and handwashing hygiene. The latest information regarding these protocols will be signposted throughout the building, including handwashing guidance on display in the bathrooms.

Members Experiencing COVID-19 Symptoms

Members must not enter the IWC building if experiencing any symptoms of Covid-19. If you are feeling unwell or experiencing any symptoms, or have been in contact with someone with COVID-19 within two weeks of your visit, we ask that you follow government guidelines by remaining at home and self-isolating.

If any Member becomes sick while at the IWC, please notify a member of staff immediately. An isolation space will be made available until arrangements can be made for you to contact your GP or the HSE before going home to self-isolate.

References

<https://www.gov.ie/en/press-release/7894b-post-cabinet-statement-resilience-and-recovery-the-path-ahead/>

<https://www2.hse.ie/conditions/covid19/>

<https://www2.hse.ie/conditions/covid19/preventing-the-spread/face-covering-types/>

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